**NOTICE TO EMPLOYEES**

Paid Family Leave Insurance
Coverage Provided by: Metropolitan Life Insurance Company

Covering Employees of: New York State

Paid Family Leave is insurance that provides job protected paid time off to:

- **Bond** with a newly born, adopted, or fostered child
- **Care** for a family member with a serious health condition
- **Assist** loved ones when a family member is deployed abroad on active military service

**How to File:**

- **Notify** your employer at least 30 days in advance, if foreseeable, or as soon as possible
- **Submit** the Request for Paid Family Leave form to your employer
- **Complete** and attach the additional documentation as instructed on the request form and submit to the insurance carrier listed below

**Employers should NEVER discriminate or retaliate against anyone who requests or takes Paid Family Leave**

You can get forms to take Paid Family Leave from

- Your employer,
- The insurance carrier below, or
- [ny.gov/PaidFamilyLeave](http://ny.gov/PaidFamilyLeave)

**FOR MORE INFORMATION AND HELP:**

Visit [ny.gov/PaidFamilyLeave](http://ny.gov/PaidFamilyLeave) or call **(844) 337-6303**

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**NOTICE OF COMPLIANCE**

PRESCRIBED BY THE CHAIR, WORKERS’ COMPENSATION BOARD

THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER’S PLACE OR PLACES OF BUSINESS.

PFL-120 (11-17)